



# Town of Buckeye Human Resources Department JOB POSTING

## 056-06 FACILITIES OPERATIONS MANAGER

**NUMBER OF VACANCIES:** 1

**DEPARTMENT:** Public Works

**PAY GRADE:** 75 Exempt

**DAYS WORKED:** Monday - Friday

**TYPE OF POSITION:** Full-Time – Classified

**POSTING DATE:** July 13, 2006

**WORK LOCATION:** 423 AZ Eastern

**SALARY RANGE:** \$5,688 - \$8,404 per month

**HOURS WORKED:** 8:00 am to 5:00 pm

**Applications will be received until position is filled.**

☐ Internal Only

☒ Internal / External

### Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD: (623) 349-6400

The Town job application can be downloaded from our Town website at [www.buckeyeaz.gov](http://www.buckeyeaz.gov) by clicking on the "Job Opportunities" menu. We are an equal opportunity employer.

**GENERAL PURPOSE:** Under general supervision, the Facilities Operations Manager directs the work of facilities maintenance, services, streets maintenance, grounds maintenance and fleet maintenance in accordance with Town regulations.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Direct the work of facilities, streets, custodial services and fleet maintenance organizations;
- Assume accountability for the success of those activities;
- Provide leadership, direction and guidance in technical processes and procedures; schedules and trains staff; plans, prioritizes, assigns and coordinates tasks and projects trains and coaches staff; monitors work, develops staff skills, and evaluates performance;
- Direct the development, expenditure and monitoring of budget; studies operating cost records; makes corrections to problems; advises on future system improvements;
- Determine goals and develop plans for a production or maintenance organization independently of or jointly with higher management;
- Contribute significantly to the determination of resource needs and allocation of resources, and be accountable for their effective use;

(Job posting continues on back and/or next page.)

- Make or recommend organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions;
- Consider a broad spectrum of factors when making decisions (or recommendations to higher level management) including such matters as public relations, labor-management relations, and the effect on other organizations;
- Coordinate program efforts with other internal activities or with the activities of other agencies;
- Assess the impact of the organization's programs on other parts of the agency including those in other production or maintenance organizations, in other government entities, and in the private sector;
- Set policy for the organization in such areas as determining program emphases and operating guidelines;
- Understand and communicate agency policies and priorities throughout the organization managed;
- Deal with general human resources management policy matters affecting the entire organization, with personnel actions affecting key employees, or other staffing actions having significant impacts; or
- Delegate authority to subordinate supervisors and hold them responsible for the performance of their crews.
- Performs other duties as assigned or required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Bachelor's degree in Business, Public Administration, Engineering or Facilities Management and four years of experience in facilities management, or equivalent education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of Town policies and procedures.
- Knowledge of the principles and practices of facilities management and building trades.
- Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning equipment, facility, or service operations with complicated technical requirements that have no clear precedent or plan such as:
  - specialized vehicular and civil engineering equipment in Town use;
  - streets, grounds, custodial and facility maintenance operations; or
  - historic buildings, recreation facilities, community parks and cemetery grounds

sufficient to oversee and implement a program involving the identification and resolution of difficult issues or problems such as:

- determining equipment, facility, or service deficiencies and appropriate resolutions;
- developing maintenance concepts, including forecasting usage rates, and establishing initial repair and replacement factors;
- analyzing facility and equipment requirements against customer needs;
- preparing budgets based on plans for maintenance, repair work, new construction, alteration projects, replacement of existing equipment, or increase in services;
- maintenance, service, or cemetery capability against customer requests; and
- evaluating, enhancing, changing, or developing new services, procedures, and processes to increase program effectiveness.
- Knowledge of, and skill in applying, the full range of principles, concepts, and methods of facility operations and material requirements sufficient to:

- conduct surveys;
- coordinate the utilization of buildings, utilities, and storage operations;
- coordinate the location of furniture, equipment, materials, tools, chemical solvents, and flammable materials;
- Knowledge of the principles and practices of public works and capital improvement project planning.
- Knowledge of the principles of record keeping and records management.
- Skill in setting priorities, planning, assigning, training and supervising the work of others.
- Skill in detecting substandard materials and workmanship.
- Skill in working under pressure and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

**Special Requirements:** Possession of a Valid Arizona Driver's License.

**Physical Demands / Work Environment:** Work is performed outdoors and in standard office environment.

**Reports To:** Public Works Director

**Supervision Exercised:** Fleet Maintenance, Streets Maintenance, Facilities Maintenance and Facilities Services staff

**FLSA Status:** Exempt